

City Auditor

The City of Arlington, Texas



The City of Arlington, TX is seeking a CITY AUDITOR

THE COMMUNITY

The City of Arlington (pop. 363,190), now the seventh largest city in Texas, is seeking a sophisticated professional to serve as its next City Auditor. Located halfway between Dallas and Fort Worth in the Metroplex, Arlington is a full-service city supported by a total operating budget of \$315.6 million and a full-time staff of 2,310.

Arlington is home to General Motors, Provident Financial, National Semiconductor, and the Texas Rangers.

Arlington is also the future home of the Dallas Cowboys. In November 2004, Arlington voters approved funding of up to \$325 million for construction of a new stadium for the Cowboys.

The City's entertainment district, with premier amusement parks including Six Flags over Texas, and the Texas Rangers Baseball Club, draws over 6.5 million visitors a year. Additionally, both Dallas and Fort Worth have world-class orchestras, theaters, and some of the finest museums in the world... all less than 30 minutes away. Texas is also the fastest growing cyber state in the country. An ideal climate is also a major attraction to the Metroplex area. Arlington's average annual high temperature is approximately 76 degrees while the average low is slightly over 55 degrees.

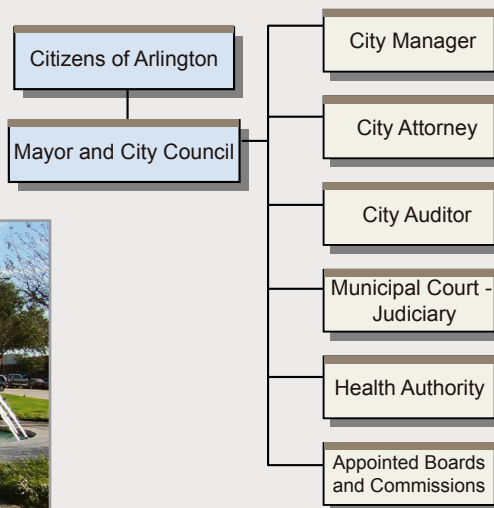
The City offers numerous amenities including superior, moderately priced housing, one of the best school districts in the state, and the University of Texas at Arlington, which currently serves



25,000 students. There are forty-two institutions of higher learning in the Dallas/Fort Worth area, in addition to medical and law schools. Arlington ranks eighth in the nation for adults possessing a Bachelor's degree or higher. The average home price within the City is just under \$135,000.

Over the past 20 years, Arlington's population has doubled and its diversity has grown richer. Over 17 percent of the population is Hispanic, 13 percent is African-American and 6 percent is Asian. Seventy percent of the City's workforce is between 20 - 44 years of age.

At this pivotal time in the City's history, Arlington's leaders are preparing for build out, while taking advantage of unprecedented economic and redevelopment opportunities, and strategically positioning the organization to address the resulting challenges of continued growth and increasingly complex service delivery issues.



CITY GOVERNMENT

The City of Arlington operates under the Council Manager form of government. The City has eight Council Members and a Mayor. Five of the Council Members are elected from geographic districts and three are elected at-large. All Council Members and the independently elected Mayor serve staggered two-year terms.

The City Council appoints the City Manager, City Attorney, City Auditor, and Municipal Judges. Deputy City Managers and Department Directors are appointed by the City Manager. In April 2005, the City Council unanimously appointed Jim Holgersson as City Manager. Before joining the Arlington team, Mr. Holgersson served as Deputy City Manager in San Jose, CA and City Manager in Waco, TX.

To learn more about the City of Arlington, visit the City's website at www.ci.arlington.tx.us or the Chamber of Commerce website at www.arlingtontx.com.

CITY AUDITOR

In May 2005, voters elected to change Arlington's City Charter, making the City Auditor an officer appointed by the City Council. Following the successful recruitment of a new City Manager, the Council retained CPS Executive Search to launch a national recruitment for a City Auditor.

The Auditor's Office is responsible for financial-related, compliance, contractor/vendor, information system and tax audits. The Auditor also plays a critical role in performance audits, and is occasionally called upon to perform special audits on an as needed basis. Prior to the start of each fiscal year, the City Auditor is expected to submit an annual audit plan to the City Council for review, comment and approval.

The City Auditor is currently supported by a staff of five and is responsible for organizing and administering the City Auditor's Office in a manner that does not allow for interference or influence that might adversely affect the Auditor's independent and objective judgment. In accordance with the Charter, the Council expects the Auditor to approach his/her work in a manner that assures maximum coordination between the activities of the Auditor's Office and the needs of the City Manager, City Council and external auditors.



THE IDEAL CANDIDATE

Background & Experience

The ideal candidates will have substantial experience in or exposure to municipal finance and/or auditing. A combination of service in the public and private sectors will be considered favorably. In addition to prior management experience, Arlington's City Auditor will have a strong systems background, and exhibit extensive familiarity with current best practices and contemporary approaches to auditing, thereby enjoying high credibility in the industry.

Preferable backgrounds include service in an organization of similar size and complexity, experience reporting to an elected or appointed body, and work histories that reveal reasonable time/service commitments and logical progressions of responsibility. Recognizing the significant scale of long-term community objectives, the City Council is desirous of attracting candidates who are willing to make a long term commitment to Arlington.

A Bachelor's degree in finance, accounting, public or business administration is required. A Master's degree in a related discipline is highly preferred. Certification as a Certified Public Accountant or Certified Internal Auditor is required.



Professional Characteristics & Style

In addition to the aforementioned experience and requirements, Arlington's leadership identified the following qualities as important criteria to be utilized in the assessment of each applicant:

- Demonstrates good "business sense"
- Exceptional verbal and written communicator
- Resourceful
- Resilient
- Demonstrates uncompromising ethics
- Displays impressive technical depth
- Loyal
- Effective facilitator
- Partnership and team oriented
- Superior interpersonal skills
- High expectations of self and others
- Exercises sound judgment
- Outstanding critical thinking and analytical skills
- Proactive and results focused
- Ability to think on his/her feet
- Calm, even-keeled demeanor
- Accessible, and open to new ideas and suggestions
- Effective manager of people

The selected professional will enjoy working independently and practicing in a neutral and objective manner. He/she will be motivated by a mindset of continuous improvement, in cooperation with numerous internal and external stakeholders. The City Auditor will display a well developed political acumen, and be accustomed to delivering "bad news" in a proactive and judicious manner.

COMPENSATION AND BENEFITS

The salary for the position will be competitive, and based on experience and qualifications. The City offers an attractive benefits package that includes the Texas Municipal Retirement System contributory plan, ICMA Retirement Corporation 457 Deferred Compensation Plan (City contributes 5% of salary), health benefits, life insurance, educational assistance (\$2,500 per year), \$5,200 annual car allowance and a \$50 per month cell phone allowance. In addition, Arlington will cover relocation expenses for an out-of-area candidate.



APPLICATION & SELECTION PROCESS

This recruitment will remain open until filled, with the first screening of resumes scheduled for **Friday, January 6, 2006**. Submit resume, cover letter with current salary and six professional references (name, relationship and contact information) to:

Teri Black Brann • John Shannon • Christine Iams

CPS EXECUTIVE SEARCH

241 Lathrop Way

Sacramento, CA 95815

Tel 916.263.1401 Fax 916.561.7205

E-mail: resumes@cps.ca.gov

www.cps.ca.gov/search

Following the filing date, resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by CPS Executive Search in mid-January. Those candidates determined to be the best qualified will be reported to the City Council. Interviews with the Council will take place in early February. Upon approval from the candidate ultimately selected, thorough background and reference checks will be conducted. The City Council intends to make an appointment before the end of February.